



MINUTES

SUNNYVALE HOUSING & HUMAN SERVICES COMMISSION JULY 28, 2004

The Housing & Human Services Commission met in regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94088, on July 28, 2004 at 7:03 p.m. with Chair Nancy Smith presiding.

ROLL CALL

Commission Members Present: Chair Nancy Smith, Vice-Chair Chad Steward, James Callan, Pradeep Joshi, Narendra Pathak, Timothy Persyn, Elaine Rowan, Prabhakar Tenneti

Commission Members Excused Absence: Jana Seshadri

Staff: Annabel Yurutucu, Housing Officer and Lupita Gaeta, Housing Program Analyst, Marg Southern (Temporary Senior Office Assistant)

Others: Linda Kim, Columbia Neighborhood Center and Julie Daul, Executive Director of Family and Children Services

SCHEDULED PRESENTATION

Linda Kim, Columbia Neighborhood Center and Julie Daul, Executive Director of Family and Children Services

PUBLIC ANNOUNCEMENTS

Commissioner Smith welcomed new Commissioners, Callan, Persyn and Tenneti. Commissioners introduced themselves roundtable.

CONSENT CALENDAR

The Chair, Commissioner Smith, made a motion to approve the Draft Minutes of June 23, 2004, with the following changes 1) spelling correction from Taenaka to Tenaka, 2) Groundbreaking Ceremony at Moulton Plaza – 1601 Tenaka Place, attended by the Mayor, Vice Mayor, Council members Miller, Swegles and Commissioner Smith. 3) Tour of Affordable Projects in SCC. Several Council Members and Chair Nancy Smith participated in the tour as part of Affordable Housing Week. Commissioner Rowan seconded. Motion carried 5-0, 3 Commissioners not at previous meeting abstaining, 1 absent.

PUBLIC HEARINGS/GENERAL BUSINESS

1. Housing Officer reviewed Outside Group Funding process and the 2 year funding process

Outside Group agency, Family and Children Services. Staff met with the agency. Agency did not meet goals. At the end of the 4th quarter agency had provided 67% of youth counseling services and 73% of anticipated number of youth and served 67 family members (22% of anticipated members). Staff stated that the delayed start up and unrealistic goals for family members contributed to the negative performance for 03/04. Third and fourth quarter results indicate services are now being fully utilized by the community. Staff recommends continued support of agency.

Presentation by Linda Kim, Columbia Neighborhood Center, Julie Daul, Executive Director of Family and Children Services.

Family and Children Services

Columbia Neighborhood Center is a school based center and is based on a partnership between City of Sunnyvale and Sunnyvale School system. One primary program is mental health. They receive over 120 requests for resident counseling a year. Family and Children Services had been delayed in starting because the contract was not signed until mid November 2003 when a bi-lingual therapist was hired. Consultations did not start until Dec. 2003. The holidays followed and it was not until the third quarter that the new counselor was able to ramp up. The school schedule and other obstacles prevented them from working at full capacity. The fourth quarter began to pick up and they are now working at full capacity.

The Commissioners asked questions of the presentators and staff in regard to the performance of the agency.

Agency passed out their newsletter.

Public Hearing Closed

Discuss performance of Outside Group - General Fund Agencies for funding recommendation to City Council for Fiscal Year 2004-2005.

Housing Officer presented the information for each agency:

- a) Family and Children Services Contract reimbursement for 525 Sunnyvale youth for counseling to youth or family members at a unit cost of \$57.14.
- b) Bill Wilson Center: Individual counseling sessions at \$43.62. Goal was 320 individual counseling sessions, 4 Professional Education Seminars and 20 Support Groups of unduplicated Sunnyvale residents at \$43.62. (Contract \$15,000)
Agency greatly exceeded goals.
- c) Euphrat: Contact is managed by Parks Department. Fourth Quarter served 5 schools, 100% met or exceeded all goals. (Contract \$12, 298)
- d) Jr. Achievement: \$86.21 unit cost per each class provided at Elementary school, Jr. High, High, High School and Ground Hog Day (job shadow day), (contract \$10,000). Agency exceeded cumulative goals
- e) Leadership Sunnyvale: \$18.51 per unit class attended by 15 individuals attending 18 classes each (contract \$5,000). Agency met goals.
- f) Live Oaks Adult Day Care \$20.00 per day for adult day care services for 35 unduplicated residents, paid on individuals served at \$20 per service. Total provided 1,655 services days. Of the 35 residents they served, 25 residents and were reimbursed based on service days per resident at \$20.00. Agency met service goal but not the number of residents to attend. (Contract \$30,000)
- g) Sunnyvale Community Services
First year of General Funding for 65 Sunnyvale resident families at unit cost \$257. (\$16,000) Funding was spent during the winter holidays and served 1142 Sunnyvale families.

Staff provided the following information to the Commissioners:

Funding Split 2003-04:

25% Youth Counseling,

25 % Senior Day Care,
13.5% Emergency Services,
12.5% Individual Family Counseling,
10% Children's Art
8% Children's Art and Achievement
4.4% Community Building

Distribution of Funding by Population or Needs Served:

43% Children's Services
25% Senior Care
13.5% Emergency Services
12.6% Family Counseling
4.4% Community Building

All agencies submitted Performance Reports for the 2003/2004 fiscal year.

Chair instructed Commissioners when considering grant allocations for the fiscal year 2004/2005 recommendations report to Council that:
Commissioners recommend for Council consideration and provide a ranking of agencies based on their performance and the current needs of the community for their service. Commissioners will review performance of each agency. Consider the current community needs and benefits each agency provides and then rank each agency by priority of community needs.

HHSC reviewed last year's group funding (\$118,298).

<u>Categories of agencies</u>	<u>Agency</u>	<u>Ineligible CDBG</u>	<u>Eligible CDBG</u>
Children's Services	Euphrat Museum of Art Junior Achievement Family and Children Services	X (eligibility unlikely) X	X
Senior Services	Live Oak Adult Day Care Services		X (eligibility possible)
Emergency Services	Sunnyvale Community Services		X
Family Counseling	Bill Wilson Center		X
Community Building	Leadership Sunnyvale	X	

A chart was made with 5 areas of community need categories and spaces for priority rating. Each Commissioner assigned a number from 1-5 to be tallied and then assigned a percentage of funding.

Break 8:55

Return 9:08

Commissioners awarded a number rating to each community need and these were tabulated by the Chair into chart below.

Rank	Categories	FY 03 Awarded	FY04 Requested	2003/04 Awarded	2004/05 Requested	HHSC Recommended
1	Family & Children's Services	43 %	45.6 %	\$52,300	\$54,000	\$52,298
2	Family Counseling	12.6 %	14.1 %	\$15,000	\$16,750	\$16,750
3	Emergency Services *	13.5 %	15.8 %	\$16,000	\$25,000	\$18,750
4	Senior Services *	25 %	23.6 %	\$30,000	\$45,000	\$28,000
5	Community Building	4.4 %	2.1 %	\$5,000	\$10,000	\$2,500

* 3 and 4 tied in ranking

The Commission discussed:

Family and Children Services

Commission considers a monthly status report from Children's Services.

- Children's Services is an important service and has a high need in the community. Agency has shown improvement.
- There may have been an artificially high estimate of goals. Agency may have been familiar with hourly contracts. Their numbers have improved during the 3rd and 4th quarter.
- Unit costs are comparable to other agencies.
- Chair asked Commissioners if there were any further comments about Family and Children Services.

Junior Achievement

- They serve a broad spectrum residents (youth) that encourages them to be good citizens.

Euphrat

- Agency provides a very important program of arts at a high level of service with a low cost. Young people need to be able to express themselves in a constructive way.

Bill Wilson Center

- Commission recommended increasing funding due to ranking of second highest priority, and high performance.

Live Oak Adult Day Care Services

- Agency did not service as many unduplicated residents as they had proposed and Commission would like to see more Sunnyvale residents participating.
- Live Oak asked for an increase over last year. Housing Officer discussed the possibility of funding approximately \$5,000 out of CDBG Admin to assist in promotional and marketing efforts for Senior Day Care Services and not increasing funding at this time.
- Senior and Emergency Services ratings were equally weighed by Commissioners and were combined.
- The need for service is important.
- They did meet primary goals but did not meet numbers for residents served.

Sunnyvale Community Services

- Agency provides services at a critical time for at risk families who might be facing catastrophic ruin. Commission recommended increasing funding due to exceptional high performance.

Leadership Sunnyvale

- Recommend Leadership Sunnyvale at a lower level of funding because of the community need for other services and programs (example: Emergency and "at risk" populations) and programs during a time of diminished revenues for the city.
- There is a need for the program but the Commission felt the agency should broaden its outreach to target groups to expand its ethnic and socioeconomic diversity and include at risk populations.

Recommendations for funding:

1	Family and Children Services	\$30,000	Continue at same level of funding	
2	Euphrat Museum of Art	\$12,298	Continue at same level of funding	
3	Junior Achievement	\$10,000	Continue at same level of funding	
4	Bill Wilson Center	\$16,750	Increase	\$1,750
5	Live Oak Adult Day Services	\$28,000	Decrease	\$2,000
6	Sunnyvale Community Services	\$18,750	Increase	\$2,750
7	Leadership Sunnyvale	\$ 2,500	Decrease	\$2,500

Commissioner Callan made the motion for formal recommendation to Council of the above outside group funding recommendations for 04/05. Commissioner Joshi seconded the motion. Chair Smith abstained.

Motion carried 7-0. 1 absent 1 abstained

Discuss Work Plan 2004 and 2005 preparation of Consolidated Plan.
Work plan discussion was continued to the next meeting.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS
- STAFF ORAL COMMENTS

INFORMATION ONLY ITEMS

ADJOURNMENT Chair Smith adjourned the meeting at 10:22 p.m.

Respectfully submitted,

Annabel Yurutucu
Housing Officer
